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TO

RECORDS

MANAGEMENT DIVISION

Chief, Management Staff

4 November 1954

Chief, Records Management Division

Weekly Report - Week Ending 3 November 1954

1. Arrangements were made with the National Archives for a representative of the DD/P area to make a search of captured Japanese documents maintained by the National Archives.
2. The equivalent of 35 4-drawer legal cabinets of inactive records were transferred to the Records Center.
3. The Logistics Office is in the process of establishing its internal forms management program and has submitted for our approval a proposed office instruction. The Office of Training is also in process of establishing its forms management program.
4. The vital materials program of OCD is being formally established and a decision has already been made for the deposit of all IAC cables. The first deposit was made on 3 November.
5. The inventorying and appraising of records in ORR is continuing satisfactorily and is approximately 22% complete. Additional records consisting of material pertaining to the JANIS intelligence production program have been identified for transfer to the Records Center.

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Report for Week Ending 3 November 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

a. Reports Management - No change in program status. Project is 20% complete. Our recent completion of the Correspondence Handbook provides us with additional time to promote this program. We propose to contact the LO Administrative Officer this week.

b. Correspondence Management - Progress continues on the correspondex of administrative requests and reports. Rough drafts of the index cards of concern to the Office of Training have been furnished that office for review. Rough drafts for the Personnel and the Security Offices are being typed.

Administrative officials in other offices are expressing keen interest in the pilot correspondex being developed for the Logistics Office. Officials in ORR and OTR have specifically requested a similar installation.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

The Handbook is ready for submission to the Regulations Control Staff for authentication. Project is 95% complete from the standpoint of the manpower this Branch plans to expend upon it.

General Information

a. Glossary of Administrative Terminology - Recent work on the administrative correspondex produced a valuable by-product--a listing of the titles of about 200 definitions taken from regulations and handbooks. Discussions with [redacted] Regulations Control Staff, and [redacted] OTR Administrative Staff, confirmed our belief that there is a need for an Agency glossary of administrative terms, as a counterpart to the proposed HB [redacted] "Glossary of Intelligence Terminology," being coordinated by OTR. Approval to develop such a glossary will be requested of [redacted]

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b. Employee Suggestions

(1) Evaluations of the following suggestions were completed and submitted to the Incentive Awards Committee:

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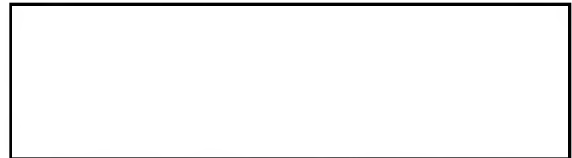
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No. 1270 - Increasing Adding Machine and Typewriter Ribbon Life.

No. 1275 - Punched and Reversible Correspondence Reference Tabs.

No. 1286 - Use of Backing Sheets to Protect Last Pages of Documents.

(2) Suggestion No. 1163, Headquarters — Wide Use of Smudge-Proof Hectograph Masters - Recent tests of samples from the McGregor-Werner Co., and the Coronet Carbon and Ribbon Company were inconclusive. Additional samples have been requested for further testing. An interim report was submitted to the Incentive Awards Committee.



Chief, Reports & Correspondence
Management Branch

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Report For Week Ending 2 November 1954
RECORDS CENTER BRANCH

Accessioning

During this period the following accessions were made:

O C D	115	Cubic Feet
Personnel	76	" "
O R R	73	" "
Comptroller	19	" "
Logistics	8	" "
M S	2	" "
DD/P	1	" "
OTR	1	" "
Sub-total	295	Cubic Feet
Finished Intelligence	5	" "
Total	300	Cubic Feet

Total accessions to date - 330.

The above 76 cubic feet of records from Personnel are Official Folders of seperated employees. This brings the total of official Personnel Folders now in the Center to 243 cubic feet of which 35 cubic feet represent military personnel.

Reference

A steady increase in work-load has been noticed for the past two weeks. A large request of 79 items, requiring the reproduction of 2,670 pages of Ozalid, was serviced for the Polish Division of Foreign Intelligence.

General

Met with [] RE/LO, and [] SO, to discuss security aspects of erecting shelving in the new center. It was agreed that a private contractor could finish off the second floor with shelving since the initial operation of the Center would be confined to the first floor.

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Report for Week Ending 3 November 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

No change from previous report. Project is 99% complete.

Project 4-78 - Office of General Counsel

The analyst is still in the process of training personnel in the use of the file plan. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

The Handbook has been prepared in final draft form and has been submitted to the Regulations Control Staff for coordination with other units of the Agency.

Project 4-116 - Security Office

No change from previous report. Project is continuing and is 85% complete.

Project 5-2 - Office of National Estimates

No change from previous report. Project is 99% complete.

Project 5-32 - Office of Research and Reports

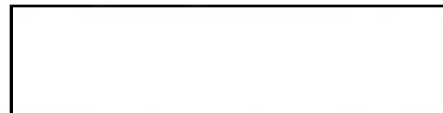
As of this date, 173 describable items covering an estimated 1785 linear feet of records have been listed. Project is continuing and is approximately 22% complete. In connection with this survey, there was located records created and collected in connection with the "Janis" intelligence production program. This activity preceded the current NIS program. These records are currently being inventoried arranged and boxed and will be transferred to the Records Center within the week.

Project 5-40 - Office, Chief of Operations

No change from previous report. Project is 75% complete.

General Information

Arrangements have been made with the National Archives for a search to be made of captured Japanese documents by an individual from DD/P.



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Report for Week Ending 3 November 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

A meeting is scheduled with Reports Control Branch of DD/P today to discuss elimination of requirements for yellow-stripe run-off paper and to expedite field testing of the new FI Information Reports forms. Project 74% complete.

Project 4-86 - Forms Index

DD/P's report returned this week, reporting obsolescence of 14 forms. Verification of data and posting of records continues. Project 78.7% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project 10% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

A contemplated meeting with [] P&RD/LO has been delayed until next week due to the current IG inspection of that office. Project 11% complete.

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Hoover Commission

The report of the Commission on Paperwork Management in the Federal Government is scheduled for release a month or two after elections. The Commission's report on Government required Paperwork in Industry is not scheduled for release until late Spring of 1955 at the earliest.

Individual and Group Information Report Evaluations

Final DD/P concurrence has been obtained; Forms 39 and 40 have been approved and are now being procured. Initial delivery is scheduled for 1 December 1954.

General Information

1. The proposed Logistics Office Instruction LI 43-100-1 was reviewed and modified at the request of the ARO/LO. It establishes Forms Management policies and procedures, defines responsibilities of originating Logistics Office components, the Logistics Office Area Records Officer and the Forms Management Branch, as well as outlining correct utilization of the Form 30.

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2. Detailed discussions of the Forms Management Program's effectiveness were held with the Logistics and Training Office's Area Records Officers. A better mutual understanding of problems, limitations and accomplishments was reached.

Summary of Individual Actions

	No. of Requisitions	No. of Copies
New	4	5300
Revisions	6	59000
Reprints	1	8000
Overprints	-	-
Other Government Forms	-	-
	<u>11</u>	<u>72300</u>
Redesignated	6	

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Report for Week Ending 3 November 1954 from
RECORDS SYSTEMS BRANCH

Project 4-80 - Agency-Wide Microphotography Survey

No change from previous report. Project is approximately 25% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 88% complete.

Placement of the order is still being delayed because the engineering drawings have not been completed.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records.

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No change from previous report. Project is approximately 99% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

It has been determined by OCD that one copy of all IAC cables will be deposited in the Vital Materials Repository. The initial deposit of these cables will be made ~~on~~, 3 November. Subsequent deposits will be made weekly until January when daily deposits will be made. These daily deposits will be incorporated with the regular trips to the new Records Center, scheduled for completion in January 1955. Project is approximately 65% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR Dossiers continues. This project is approximately 63% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 12% complete.

The section of the handbook covering emergency planning requirements which has been approved by the Emergency Planning Officer was supplied to the Area Records Officer of OSI.

Project 5-56 - Survey of Cable Reference, Disposition and Vital Materials Requirements

This project has been completed.

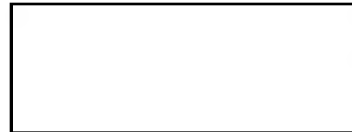
General Information

The proposed revision of the courier receipt and logging procedure for secret and confidential materials was approved this week by the Security Office. We will now proceed with the preparation of necessary instructions for installing the new form and procedure.

The comparative test of the Diebold and Remington-Rand portable microfilm camera has been completed, and a report is being prepared. The information gathered in this test will be helpful in determining that proper equipment is being requested by ordering offices.

Tentative agreements have been made with the Acting Area Records Officer of ORR for a review of the filing system which was installed in that office approximately year and half ago. The purpose of this review is to determine if; (a) any changes in the system are necessary on the basis of experience since the installation; (b) to assist in training of new personnel; and (c) participate in planning for a proposed consolidation of the files of the three Area Chiefs with those of the office of the Assistant Director.

The survey on the folder requirements for 1 January 1955 has been completed. This review indicates that 21,000 folders will be required by the Area Records Officer to establish their 1955 files for those series of files for which a cut-off system has been established.



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